



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: November 4, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement November 9, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, November 23, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM V

Unit Chief, Program Monitoring & Reports  
Bureau of Programming  
Office of Planning & Programming  
Springfield

Attachments  
41137

Technical Applications (PM 1080 rev 9/19/16) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Wednesday, November 23, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager V</b>	<b>Salary Range:</b>	<b>\$6,020 - \$10,210</b>
<b>Position Title:</b>	<b>Unit Chief, Program Monitoring &amp; Reports</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW415-23-10-403-20-02</b>	<b>IPR#:</b>	<b>41137</b>

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#### Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Programming/2300 South Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position is accountable for monitoring the annual highway program accomplishments in the Program Planning System (PPS). In addition, this position is responsible for the preparation and distribution of the For The Record (FTR) publication, assisting with the Proposed Highway Improvement Program development, producing accomplishment status reports and managing the consultant engineering program.

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#### Special Qualifications:

##### *Desired:*

- Knowledge, skill and mental development with completion of four years of college preferably in management or business administration
- Seven years of experience in managing the highway program or similar program or process including knowledge of highway funding, state letting process and state appropriations
- Ability to effectively monitor and analyze data and provide accurate and timely program information
- Computer experience utilizing the PPS system and other related systems within the department
- Supervisory and leadership experience

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	November 16, 2015	<b>POSITION:</b>	Unit Chief, Program Monitoring & Reports
<b>APPROVED BY:</b>	Jeff South	<b>OFFICE/DIVISION:</b>	OPP/Statewide Program Planning
<b>CODE:</b>	PW415-23-10-403-20-02	<b>REPORTS TO:</b>	Program Management Section Chief

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***Position Purpose***

This position is accountable for monitoring of the annual highway program accomplishments in the Program Planning System (PPS). In addition, this position is responsible for the preparation and distribution of the For The Record (FTR) publication, assisting with the Proposed Highway Improvement Program development, producing accomplishment status reports and managing the consultant engineering program.

***Dimensions***

Subordinates:	3 Technical
Reports:	100
Program:	\$1.5 - \$3.0 Billion annually

***Nature and Scope***

This position reports to the Program Management Section Chief, as does the Unit Chief of the Program Implementation Unit. Reporting directly to this position are the Monitoring Manager, the Annual Project Information Analyst and the Monitoring Specialist.

Under the general supervision of the Program Management Section Chief, the incumbent is responsible for the monitoring and management of the annual highway program data in the Program Planning System (PPS). The project data must be monitored closely and updated timely to produce status reports to upper management for the department's proposed highway improvement projects and programs. These reports include the status of projects from their inclusion in the Proposed Annual Highway Improvement Program to the completion costs of the projects. S/He is also responsible for development of the quarterly status reports and the For The Record publication displaying the program accomplishment data for the annual highway program. The incumbent also is involved with the development and enhancement of the Program Planning System (PPS) and working closely with consultants and Bureau Information (BIP) personnel.

The greatest challenge of this position is the monitoring of all awards and obligation and ensuring the data is entered timely and accurately in PPS. Typical problems for the incumbent include insuring documentation is available on all projects, determining the actual status of projects for which no action is reported, and insuring the completeness and accuracy of program documents and reports produced by the unit.

The incumbent is responsible for the management of the consultant engineering program and keeping this program balanced by communicating with the district programming staff weekly. S/He oversees the management of the annual program statewide lines and the pre-letting list review by staff.

The incumbent accomplishes his/her accountabilities through the following staff:

Monitoring Manager, who enters and monitors the program data in PPS and reviews the pre-letting information for inclusion in the annual program.

Annual Project Information Analyst who develops and modifies reports for the annual program and assists in preparing FTR.

Monitoring Specialist, who enters and monitors program data in PPS and reviews data for accuracy.

The incumbent exercises wide latitude in accomplishing assigned responsibilities. Only problems of a highly sensitive nature are referred to the immediate supervisor for resolution. The incumbent recommends staffing needs, salary adjustments and disciplines staff as necessary.

The incumbent has frequent contacts internally with department management including the bureaus and district offices of the Division of Highways, the Office of Finance & Administration, the Office of Intergovernmental Affairs and other modal divisions concerning the current status of specific projects in the Annual Highway Improvement Program. External contacts include the governor's office and the Federal Highway Administration, to whom the incumbent supplies information concerning the status of the annual program or specific project requests.

The effectiveness of this position is measured by the quality, accuracy, and timely preparation of the publication and distribution of the Proposed Annual Highway Improvement Program and For the Record.

### ***Principal Accountabilities***

1. Monitors the annual program accomplishment data in the Program Planning System (PPS).
2. Prepares and maintains a departmental program progress and management reports.
3. Prepares For the Record, which is the department's annual report on the highway improvement program accomplishments.
4. Prepares monthly reports on the status of the Proposed Annual Highway Improvement Program.
5. Oversees the review of the pre-letting list and statewide lines.
6. Prepares the internet reports and final version of the Proposed Annual Highway Improvement Program document for publication.
7. Manages the consultant engineering program appropriations within the annual program budget.
8. Assists in the development and enhancement of the PPS System by coordinating with consultants and BIP personnel.
9. Performs other duties as required or assigned.
10. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.